



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

DEC 7 2017

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Shannon Kenny
Principal Deputy Associate Administrator for Policy
Office of the Administrator
Environmental Protection Agency
Washington, DC

Dear Ms. Kenny:

Senior management has approved your reassignment to the SES position of Senior Policy Advisor to the Deputy Assistant Administrator, ES-0340-00. This position is located in the Office of Administration and Resources Management, Immediate Office. The official duty station for this position is Washington, DC.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

Please indicate your preference and sign the enclosed acknowledgment. If you wish to waive the 15 calendar day notice period, we can make your reassignment effective December 10, 2017. If you have any questions about this conversion, please contact me at (202) 564-2653.

Sincerely,

A handwritten signature in black ink, reading "Vickie H. Tellis".

Vickie H. Tellis, Acting Director
Executive Resources Division

Attachment:
Acknowledgement of Reassignment

ACKNOWLEDGMENT OF SES REASSIGNMENT

This is to acknowledge receipt of this letter informing me of my reassignment to the SES position of Senior Policy Advisor to the Deputy Assistant Administrator, ES-0340-00. This position is located in the Office of Administration and Resources Management, Immediate Office with an official duty station of Washington, DC.

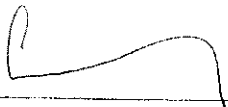
I wish to:

_____ wait the full 15 calendar day notice period prior to this reassignment. (please check block)

I wish to:

_____ ✓
waive the 15 calendar day notice period and have the reassignment effective December 10, 2017. (please check block)

Signature:

_____ 

Date:

_____ 12/7/17

Please send a signed copy via e-mail or fax (202-564-9612) to Howard Barnett.